

# F o r Y o u r I n s p e c t i o n



**"Mission First, People Always, Integrity Forever"**

**Volume II, Issue I**

[www.cnosig.gov](http://www.cnosig.gov)

**Spring 2006**



**Office Of Inspector General, Corporation For National And Community Service**

## *OIG Profile*

**Vincent A. Mulloy**  
*Counsel to the OIG*

Vincent A. Mulloy, who serves as the Office of Inspector General's in-house attorney and handles legal reviews of all cases and actions, was appointed to his present position in September 2000. He joined the OIG from the U.S. Department of Justice's Justice Management Division. Mulloy began his Federal career after receiving his law degree in 1986 from the University of Arkansas' School of Law. He joined the Legal Services Corporation, a Federal agency that makes grants to organizations providing legal aid to the poor, as a compliance attorney.



In 1988, Mulloy joined the U.S. Commission on Civil Rights, a Federal agency that monitors civil rights enforcement and presents policy recommendations to Congress. He analyzed legal developments in civil rights law and drafted reports on affirmative action, discrimination in medical care, and police misconduct. In 1991, Mulloy moved to the Civil Rights Division in the U.S. Department of Justice, where he investigated and prosecuted cases of employment discrimination against state and local governments.

Mulloy left government service in 1993 and entered private practice with a principal focus on labor and employment law issues. He later was a counsel and technical advisor to a Fairfax County, VA, technology firm.

## **OIG Hotline !**

**Phone:**

**1 (800) 452-8210**

**E-Mail:**

**hotline@cnosig.gov**

## **Everybody Loses With Timekeeping Abuse**

Filling out or verifying a timesheet may be the last thing you think of at the end of a busy workweek. But there is probably no more crucial document when it comes to protecting the finances and integrity of the volunteer programs supported by the Corporation for National and Community Service.

The time and attendance records used to log and verify the hours worked by Corporation or grantee employees, or the hours served by members, are key source documents in determining members' eligibility for education awards and tracking grantees' finances.

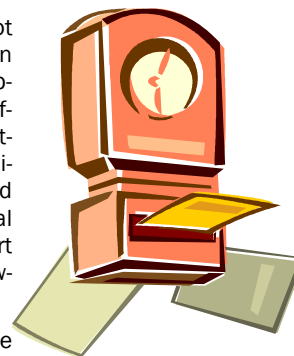
Falsification of time sheets by employees, members or their supervisors can constitute theft or fraud and abusers can be subject to felony charges and criminal penalties.

Moreover, Corporation programs that fail to compile and retain accurate timesheets can face seri-

ous audit problems, ranging from having some of their costs disallowed by the Corporation to non-renewal or suspension of their grants.

Timesheet cheats not only bilk the American taxpayers who support Corporation efforts, they also short-change the communities they have pledged to serve and the local programs that support them with living allowances.

Time and attendance abuse is often reported to the Office of Inspector General (OIG) by program officials and fellow members. Other cases



See Timekeeping, Page 2

## **Investigators Get Law Enforcement Authority**

Attorney General Alberto R. Gonzales on January 10, 2006, approved Statutory Law Enforcement Authority for the Office of Inspector General (OIG), a move that allows OIG Agents to make arrests, seek and execute arrest and search warrants, and carry firearms in the course of their duties.

The OIG's new enforcement powers are authorized under provisions of the Inspector General Act and the Homeland Security Act.

In approving the new powers, Gonzales said "there is adequate evidence that your investigations have been significantly hampered and jeopardized due to the lack of such authority."

The OIG sought the authority, to lessen its reliance on local police and other officials for backup when OIG agents are in the field probing allegations of fraud, waste and abuse of Federal funds, invested in national service.

The Statutory Law Enforcement Authority is an important development for OIG agents, who often conduct their investigations in high-crime areas and who occasionally must deal with potentially violent suspects.



"The granting of Statutory Law Enforcement Authority to our already well-trained and highly experienced investigators rounds out our set of investigative tools," said Deputy Inspector General Robert Shadowens. "It will allow us to pursue our investigations in a safer and more efficient manner."

The OIG will implement its new powers with rigorous and continuous training, as well as new programs and policies to ensure safety.



### Get 'Your Guide to the OIG'

What's involved with an Office of Inspector General investigation or audit? How can I get involved if I spot a possible case of waste, fraud or abuse? What are the rights of the accused or witnesses?



You'll get the answers to these queries and many more in "Your Guide to the Office of Inspector General," a new booklet that describes the role, mission and many activities of the OIG in an easy-to-read format.

It gives details on OIG audit and investigative policies and procedures, as well as information on how Corporation employees, program officials, national service volunteers and other stakeholders can assist in our efforts to protect taxpayer dollars invested in national service.

Our new Guide will be distributed in the coming weeks to Corporation and program personnel and national service participants. You can pick up the booklet at our office (Suite 830, Corporation Headquarters) or easily download a copy from our website at [www.cnscsig.gov](http://www.cnscsig.gov).

### From Page 1, Timekeeping Abuse

are uncovered during OIG audits. Recent OIG cases have included a member who falsified hours she had served and also forged her supervisor's signature on timesheets. Another case involved a program manager who filled out and signed phony timesheets for friends and relatives after assuring them they could earn "college scholarships" without performing service.

OIG auditors take a keen interest in the information contained on timesheets, a major indicator of the quality of an AmeriCorps program's management and financial controls. Grantees who fail to compile and retain accurate and complete timekeeping records for their members can have substantial portions of their claimed costs questioned by auditors.

Everybody wins when timesheets are filled out and compiled accurately and honestly. Volunteers get their justly earned education awards, programs and the communities they serve get the maximum benefit of volunteer service, and taxpayers get the full value of their investment in national service. When cheating or tampering occurs, everybody loses.

#### Timesheet tips:

- ⌚ Program employees and service members should see to it that their timesheets accurately reflect the hours they worked or served and submit them to their designated supervisors in a timely manner.
- ⌚ To prevent tampering, timesheets should be filled out and signed with ink. Use of computerized, printable forms can also help prevent tampering.
- ⌚ Supervisors should review all timesheets for accuracy before they sign them.
- ⌚ Managers should conduct a second review and, if designated, also sign timesheets.
- ⌚ Managers should designate a timekeeper to check that all timesheets are properly filled out and signed, and assure the documents are filed in a secure place.
- ⌚ Program managers should retain all timesheets for three years following the end of the grant period.

### Two Former RSVP Officials Debarred

The former directors of two Corporation-funded Retired and Senior Volunteer Programs (RSVP) have been debarred following investigations of Theft of Federal Program Funds.

Gerald B. Stetson, who directed RSVP in Dickinson, ND, plead guilty to misapplying \$2,861.92 to pay for personal expenses she had charged on her credit card. In a civil settlement under the Federal False Claims Act, Stetson agreed to pay \$5,946.42 in restitution, interest and civil penalties. On January 18, 2006, she was debarred for one year by Corporation officials from participating in any U.S. Government procurement or non-procurement programs.

Ellen K. Richmeier, former RSVP leader in Pratt, KS, plead guilty to misapplying \$831.69 in program funds to pay for personal expenses, which she charged to RSVP's Wal-Mart credit card.

She was sentenced to one year of supervised probation, required to make full restitution, and ordered to perform 50 hours of community service. She was debarred for one year on November 2, 2005.

The OIG recommended that the Corporation consider debarring both former local program officials on the ground that they had been convicted of theft.

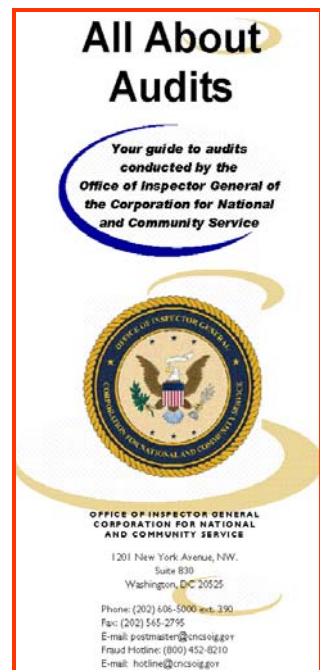
Debarment is a government-wide program that bans individuals convicted of theft, fraud and other serious crimes from participating in Federal programs for up to three years. The bans cover procurement (contracts) as well non-procurement programs (grants, cooperative agreements, scholarships and student loans).

Debarred persons have their names placed on an exclusion list that is maintained by the General Services Administration and used as a reference by all Federal agencies.

Read About The OIG  
In Our Brochures



The Full Brochures Can Be Found  
And downloaded Free On Our [WEB Site www.cnscsig.gov](http://www.cnscsig.gov).



For Your Inspection is published quarterly by the Office of Inspector General, Corporation for National and Community Service. It is also available online on the OIG website: [www.cnscsig.gov](http://www.cnscsig.gov). For more information and comments, e-mail the OIG Director of Communications: [FYI@cnscsig.gov](mailto:FYI@cnscsig.gov).

**Subscribe To FYI:**  
**[FYI-Subscribe@cnscsig.gov](mailto:FYI-Subscribe@cnscsig.gov)**